

HRMS Organizational Management

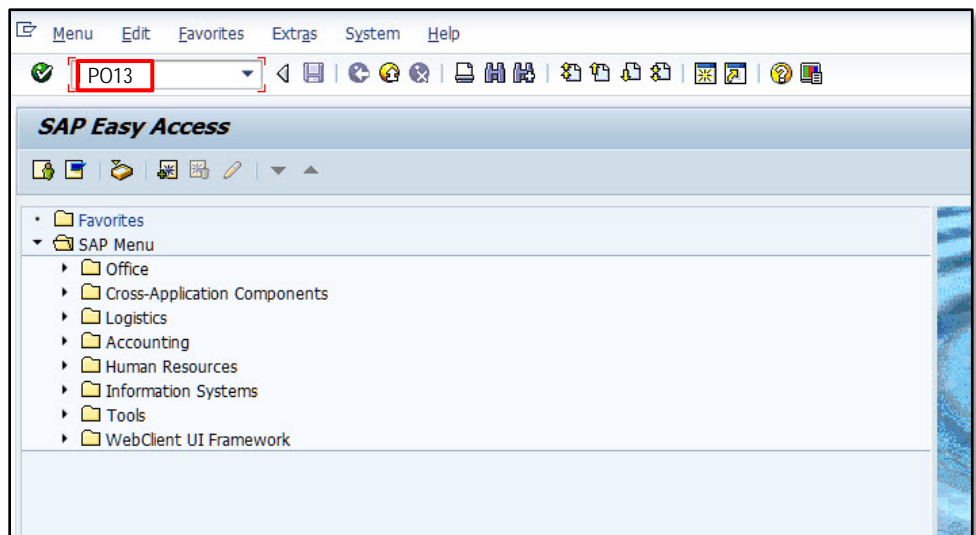
Correct Position to Person Relationship

This procedure is used to correct an incorrect start or end date on a Position to Person relationship, using transaction code PO13.


An example of when to use this procedure is this: an employee has separated from your agency, but continues to appear on the Flexible Employee Data Report as active. Upon review, it is discovered that the employee's Position-to-Person relationship was not end-dated properly and their Position-to-Person relationship end date does not match the end date on the employee's Actions or Organizational Assignment infotypes.

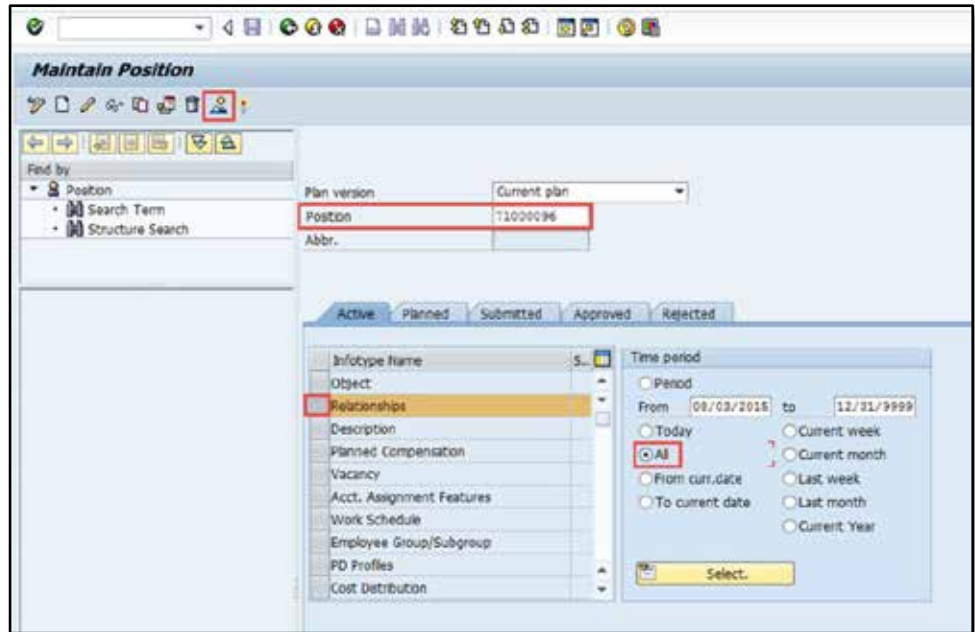
1. Enter transaction code **"PO13"** in the Command field and press **Enter**,
OR

Follow the menu tree:
Human Resources→
Organizational
Management→ *Expert*
Mode→ *Maintain*
Position.



Correct Position to Person Relationship (cont.)

2. Enter the position number in the **Position** field.
3. Click the box to the left of infotype **Relationships**.
4. Select the radio button to the left of **All**.
5. Click  **Overview**.



Maintain Position

Plan version: Current plan

Position: 71000096

Abbr.:


Active | Planned | Submitted | Approved | Rejected

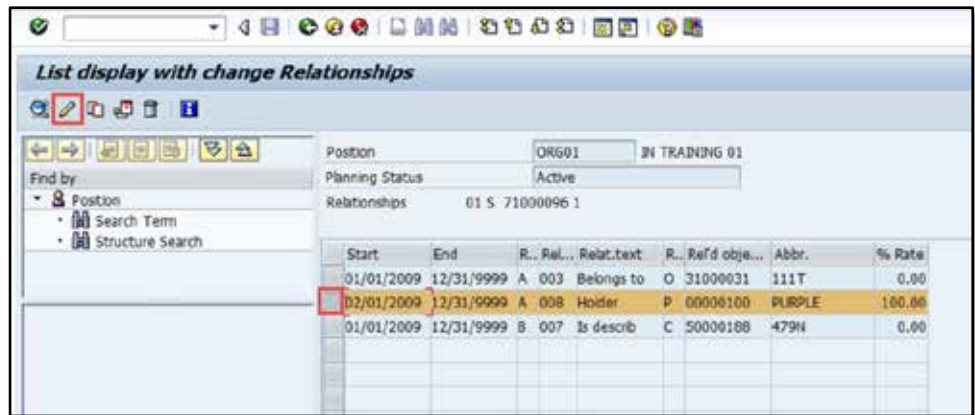
Infotype Name: S... | Object: | Description: | Planned Compensation: | Vacancy: | Acct. Assignment Features: | Work Schedule: | Employee Group/Subgroup: | PD Profiles: | Cost Distribution:

Time period: From 08/08/2018 to 12/31/9999

☒ All | ☐ Today | ☐ Current week | ☐ Current month | ☐ From curr.date | ☐ Last week | ☐ Last month | ☐ Current Year

Select.

6. Click to box to the left of the Position-to-Person relationship that needs changed (A 008).
7. Click  **Change**.





List display with change Relationships

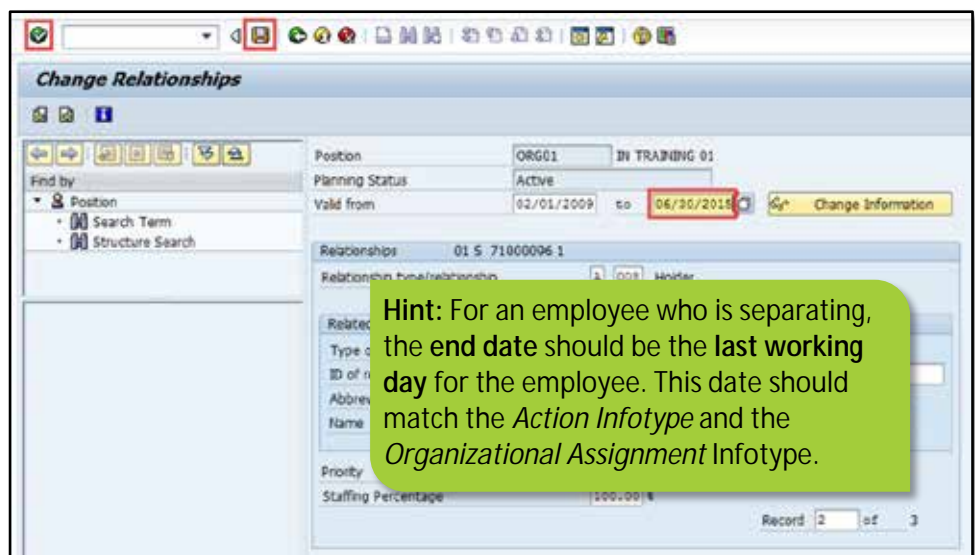
Position: ORG01 | IN TRAINING 01

Planning Status: Active

Relationships: 01 S 71000096 1

Start	End	R.. Rel..	Relat.text	R.. Ref'd obje...	Abbr.	% Rate
01/01/2009	12/31/9999	A 003	Belongs to	O 31000031	111T	0.00
02/01/2009	12/31/9999	A 008	Holder	P 00000100	PURPLE	100.00
01/01/2009	12/31/9999	B 007	Is describ	C 50000168	479H	0.00

8. Enter the correct *end* date in the **Valid From end date** field.
9. Click  **Enter**.
10. Click  **Save**.



Change Relationships

Position: ORG01 | IN TRAINING 01

Planning Status: Active

Valid from: 02/01/2009 to 06/30/2018

Relationships: 01 S 71000096 1

Relationship type/relationship: A 008 Holder

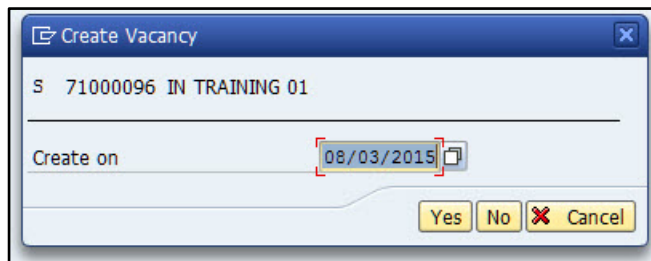
Related: Type of: ID of n: Abbr: Name: Priority: Staffing Percentage: 100.00 %

Record 2 of 3


Hint: For an employee who is separating, the end date should be the last working day for the employee. This date should match the Action Infotype and the Organizational Assignment Infotype.

Correct Position to Person Relationship (cont.)

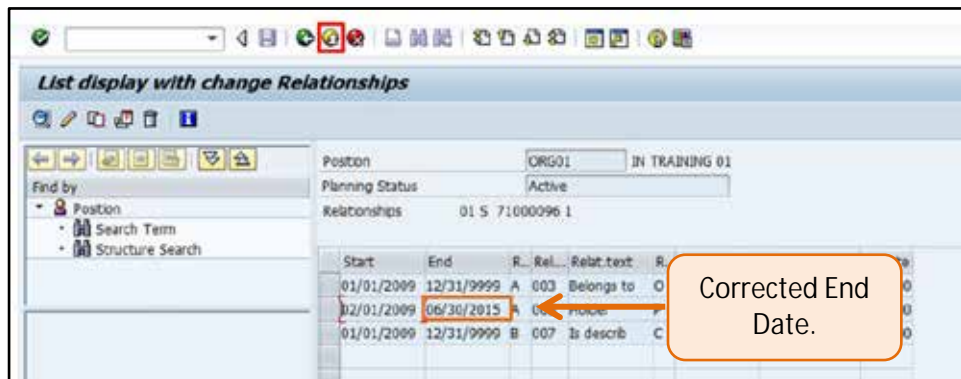
11. The **Create Vacancy** pop-up may appear. If the position is vacant, click **Yes**. Otherwise, click **No**.



The 'Create Vacancy' window shows the position 'S 71000096 IN TRAINING 01'. The 'Create on' date is set to '08/03/2015'. At the bottom are buttons for 'Yes', 'No', and 'Cancel'.

12. Click  **Exit** to return to the SAP Easy Access screen.

This completes the transaction to Update a Position to Person Relationship.



The screenshot shows the 'List display with change Relationships' screen. The position is 'ORG01 IN TRAINING 01' with planning status 'Active'. The relationships table shows a correction to the end date.

Start	End	R. Rel...	Relat.text	R.
01/01/2009	12/31/9999	A 003	Belongs to	O
02/01/2009	06/30/2015	A 004	Notice	P
01/01/2009	12/31/9999	B 007	Is describ	C

An orange callout box points to the '06/30/2015' date in the second row, labeled 'Corrected End Date.'